

# CHECKLISTS FOR INDIVIDUALS

Applicant Name \_\_\_\_\_ Date \_\_\_\_\_

For detailed instructions, read *How to Apply* in each section, *Application Requirements for Individuals* on page 10, and *Instructions for Work Samples* on page 57.

## ALL APPLICANTS INCLUDE:

- ☐ The *Agency Acknowledgement Card*, self-addressed and stamped.
- ☐ Checklist – Attach this completed checklist to the top of your application packet.
- ☐ The optional survey form on page 67 helps us to provide better service.
- ☐ An adequately-sized, self-addressed stamped mailer if you want work samples returned.  
(Work samples may not be returned if applicant receives a QuickFund\$ or Fellowship.)

## QuickFund\$

- ☐ completed application form 1
- ☐ budget form 1-B
- ☐ one-page response to narrative questions
- ☐ résumé, bio, or vita (up to two pages)
- ☐ artist statement\* (one page)
- ☐ support materials \*\*
- ☐ work sample\*\*\* and
- ☐ an information list (if required)

## Fellowships

- ☐ completed application form 1
- ☐ anonymous application form 1 (no name or address)
- ☐ résumé, bio, or vita (up to two pages)
- ☐ one anonymous résumé, bio, or vita
- ☐ artist statement\* (one page)
- ☐ one anonymous artist statement\*
- ☐ work sample\*\*\* and
- ☐ an information list (if required)

\*Artist statements are required for craft, design, or visual artists only.

\*\* Support materials, such as a letter of acceptance, brochures, articles, workshop information, résumés of master artists, and so on may strengthen your application.

\*\*\* Work samples show quality of work and include images, manuscripts, DVDs, or CDs. See page 57 for detailed instructions.

## Writer-in-Residence Award

- ☐ completed application form 1
- ☐ anonymous application form 1 (no name or address)
- ☐ résumé, bio, or vita (up to two pages)
- ☐ one anonymous résumé, bio, or vita
- ☐ work sample\*\*\* manuscript
- ☐ work sample\*\*\* audiotape or CD

## Arts Education Teaching Artist Directory

- ☐ completed application form 1
- ☐ up to four-page response to narrative questions
- ☐ letters of recommendation from three persons familiar with your artistic ability, communication skills, and experience working with young people
- ☐ résumé, bio, or vita (up to two pages)
- ☐ artist statement\* (one page)
- ☐ support materials \*\*
- ☐ work sample\*\*\* and
- ☐ an information list (if required)

Don't forget to fill out and attach a copy of the checklist to your application.